

**Virginia Department of Forensic Science
Physical Evidence Recovery Kit
(PERK) Tracking System**

**Division of Consolidated
Laboratory Services
User's Manual**



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Introduction

PERK Tracking System Overview

The PERK Tracking System was developed and implemented by the Virginia Department of Forensic Science (DFS) through a federal Sexual Assault Kit Initiative Grant obtained by the Virginia Office of the Attorney General.

The PERK Tracking System is a web-based application that can be accessed from any device that is connected to the internet. The status and location of PERKs are tracked using each PERK's unique PERK ID/Barcode #. No personal identifying information is entered into the system.

The System provides interfaces for four different user types: collection sites, law enforcement, anonymous kit storage facility (the Division of Consolidated Laboratory Services or DCLS), and DFS. Dependent on their agency roles, users log actions in the system, such as the receipt of a kit, the collection of a kit, and the transfer of a kit to another agency. In order to access the system, users must be assigned a user ID and password by their Agency Site Administrator. Agencies can establish a new site administrator account by contacting the PERK Tracking System Coordinator at DFS.

Victim Access

Virginia's PERK Tracking System includes a Victim Portal, which allows a victim to use the System to view information regarding the status and location of his/her PERK.

Victims of anonymous PERKs (collected from victims of sexual assault who elect at the time of the examination not to report the offense to law enforcement) may access the System through the Victim Portal by entering their unique PERK ID/Barcode #, which should be provided to them at the time of examination. Victims who elect to report the offense to law enforcement will be required to enter a PIN, in addition to their kit's unique PERK ID/Barcode #, to access the System. The victim must obtain the PIN from the investigating law enforcement agency, which can use the Tracking System to generate a PIN for a victim, provided it has determined that victim access to the System will not interfere with the investigation or prosecution of the offense.

The Victim Portal also contains contact information for victim helplines and other victim resources.

Opportunities for Data Collection

The PERK Tracking System will allow DFS to track data statewide on its use and agencies' compliance with the requirements of the comprehensive PERK legislation enacted in 2016.

User agencies will be able to access data on kits handled by their agency, including the status of kits currently in the agency's custody and a history of the actions performed on PERKs entered into the System by their agency.

Accessing the System

Navigate to the PERK Tracking System login page at: <https://perk.dfs.virginia.gov>

Virginia Department of Forensic Science
Physical Evidence Recovery Kit (PERK) Tracking System

This System tracks Physical Evidence Recovery Kits (PERKs or sexual assault kits) issued by the Commonwealth of Virginia. Agencies handling PERKs should use the System to update all status changes for PERKs in their possession. The System tracks PERKs by unique PERK ID/Barcode number and does not capture any personally identifiable information. It is not intended to serve as an official chain of custody for any PERK.

System Access
Only authorized personnel from collection sites, law enforcement, the Division of Consolidated Laboratory Services (DCLS), and the Department of Forensic Science (DFS) may access the system. Authorized personnel may obtain user credentials from their Agency Site Administrator.

Username

Password

[Forgot your password?](#)

[Sign In](#)

Kit Status Check for Victims
Victims may view the status of their PERK by entering their kit's unique PERK ID/Barcode number below. For any PERK where the victim reported the offense to law enforcement, a PIN number will also be required. You may get this PIN from the law enforcement agency investigating your case.

For a list of victim and survivor support services in Virginia by location, including crisis intervention hotlines, support groups, legal advocacy, emergency housing and transportation, and referrals for mental health services, please click [here](#)

Kit ID Number

[Reset](#) [Get Status](#)

Help
For help navigating system actions, see the [PERK Tracking System User Manuals](#).
For all other inquiries, contact the PERK Tracking System Coordinator by phone at 1-804-588-4050 or by email at perktracking@dfs.virginia.gov.

Prior to logging into the System, you must have obtained a username and password through your Agency Site Administrator. Once you have your username and password, you can log in on the PERK Tracking System login page.

Step 1: Enter the email address you used to register for the System in the "Username" field.

Step 2: Enter the password you chose when registering with the System in the "Password" field.

Note: If you do not remember your password, you can reset the password by contacting your Agency Site Administrator.

Step 3: Click the "Sign In" button. If you entered the correct username (email address) and password, you will be navigated to the DCLS User Homepage.

System Access
Only authorized personnel from collection sites, law enforcement, Division of Consolidated Laboratory Services (DCLS), and the Department of Forensic Science (DFS) may access the system. Authorized personnel may obtain user credentials from their agency site administrator.

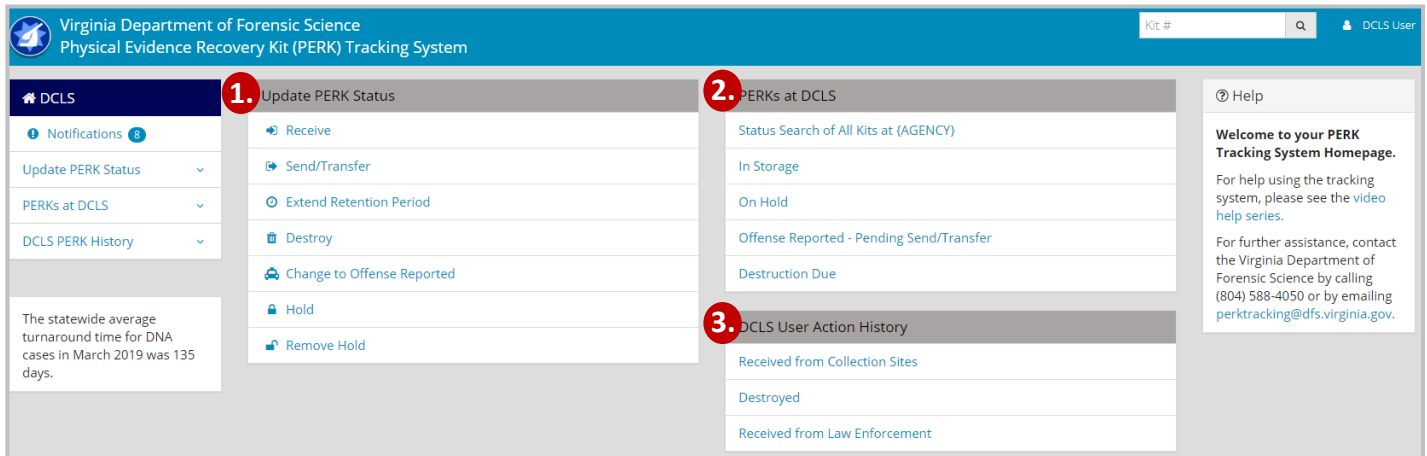
Username

Password

[Forgot your password?](#)

[Sign In](#)

DCLS User Homepage



1. Update PERK Status Panel

- Contains the primary actions that a DCLS User will perform.
- Clicking on an action link (e.g., **Receive**, **Send/Transfer**, **Extend Retention Period**, **Destroy**, **Change to Offense Reported**, **Hold**, **Remove Hold**) will navigate to a screen that will allow the User to log the action in the System.

2. PERKs at DCLS Panel

- Contains data searches by kit status for PERKs that are currently in the Agency's possession.
- Clicking on a link (e.g., **Status Search of All Kits at DCLS**, **In Storage**, **On Hold**, **Offense Reported - Pending Send/Transfer**, **Destruction Due**) will navigate to a screen that shows all kits in the Agency's possession that fit that criteria.
- **Status Search of All Kits at DCLS** can be refined by the user by clicking the "toggle criteria" button.

3. DCLS User Action History Panel

- Contain data searches for actions that the Agency has performed on a kit.
- Clicking on a link (e.g., **Received from Collection Sites**, **Destroyed**, **Received from Law Enforcement**) will navigate to a screen that shows all kits handled by the Agency that fit that criteria.
- These kit searches display results for kits that were ever in the Agency's possession.

Virginia Department of Forensic Science
Physical Evidence Recovery Kit (PERK) Tracking System

8. Kit #

DCLS User

5. DCLS

6. Notifications

Update PERK Status

PERKs at DCLS

DCLS PERK History

7. The statewide average turnaround time for DNA cases in March 2019 was 135 days.

Update PERK Status

- Receive
- Send/Transfer
- Extend Retention Period
- Destroy
- Change to Offense Reported
- Hold
- Remove Hold

PERKs at DCLS

- Status Search of All Kits at (AGENCY)
- In Storage
- On Hold
- Offense Reported - Pending Send/Transfer
- Destruction Due

DCLS User Action History

- Received from Collection Sites
- Destroyed
- Received from Law Enforcement

9. Help

Welcome to your PERK Tracking System Homepage.

For help using the tracking system, please see the video help series.

For further assistance, contact the Virginia Department of Forensic Science by calling (804) 588-4050 or by emailing perktracking@dfs.virginia.gov.

5. Side Bar Panel

- Contains links to all kit actions and data searches for faster navigation between pages.
- Clicking on the Agency home button at the top of the Side Bar Panel will take the User to the User Agency Homepage.

6. Notifications

- Contains lists of notifications for the User Agency.
- Shows actions performed by other agencies that affect the User Agency and kits requiring action by the User Agency (e.g., kits that were sent by a Collection Site User that need to be received and kits that are past their Destruction Due Date).
- The number of outstanding notifications will display to the right of the word "Notifications" on the Side Bar Panel.

7. DNA Turnaround Time

- The statewide average Turnaround Time for DNA cases at the Department of Forensic Science is displayed and will be updated monthly.

8. Search Box

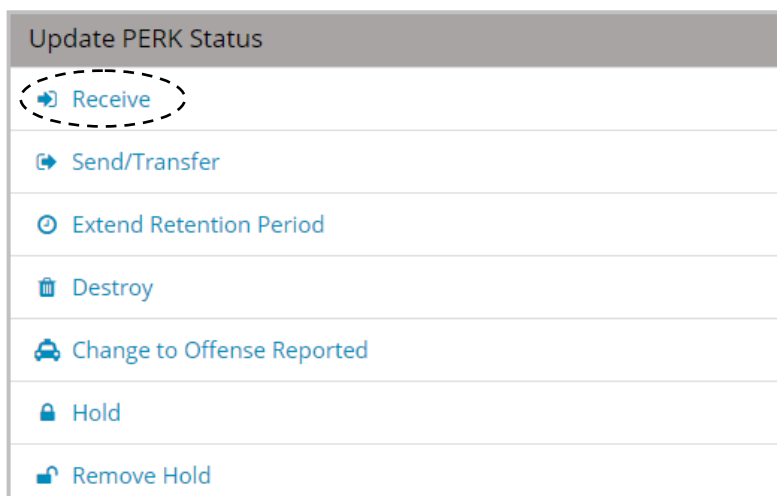
- Allows users to search the System by PERK ID/Barcode # for information about any kit (e.g., Kit Status, Kit History, Destruction Due Date) that has ever been in the Agency's possession.

9. Help Box

- Links to a PDF of the User Manual and provides contact information for the PERK Tracking System Help Desk.
- Every action page of the Tracking System has a Help Box that links to help information for that specific action.

Logging the Receipt of PERKs

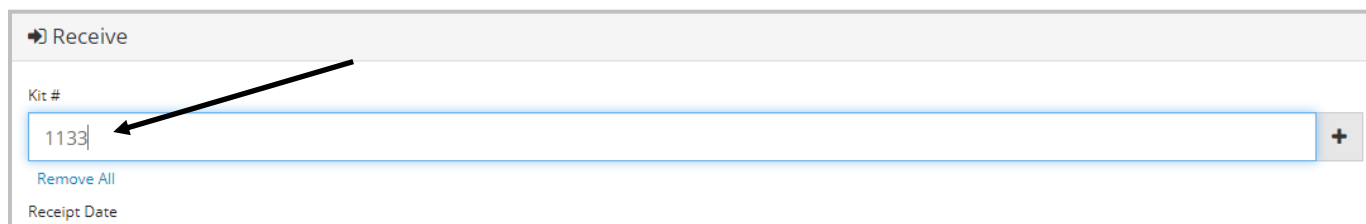
To complete this action, navigate to the **Update PERK Status** panel and click the **Receive** link.



Update PERK Status

- Receive
- Send/Transfer
- Extend Retention Period
- Destroy
- Change to Offense Reported
- Hold
- Remove Hold

Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field. Multiple kits may be entered by scanning barcodes or, if typing, separating Kit #s with commas.



Receive

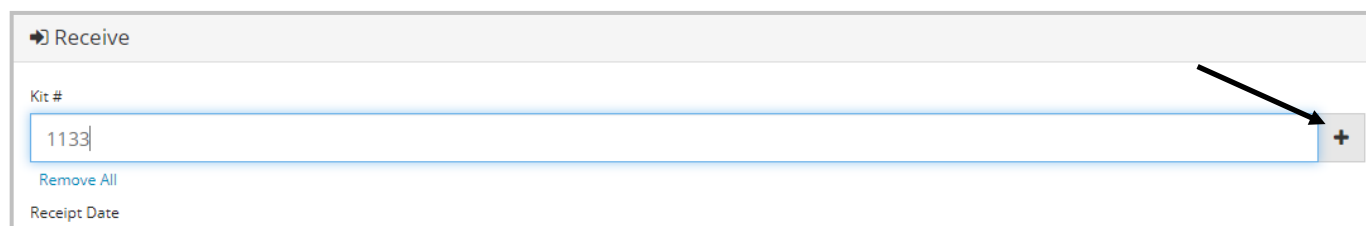
Kit #

1133

Remove All

Receipt Date

Step 2: Click the “+” button or hit the “Enter” key on keyboard. When using a barcode scanner programmed to add a carriage return (aka hard return) after each scan, this step is not necessary.



Receive

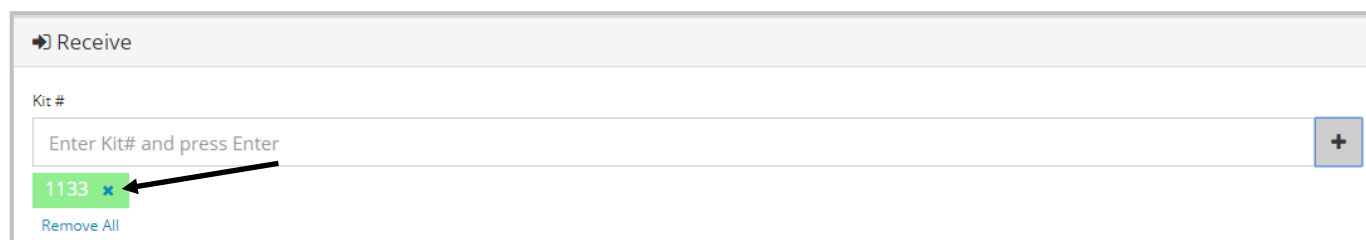
Kit #

1133

Remove All

Receipt Date

This action will cause the kit number(s) to populate beneath the “Kit #” field as shown below.



Receive

Kit #

Enter Kit# and press Enter

1133

Remove All

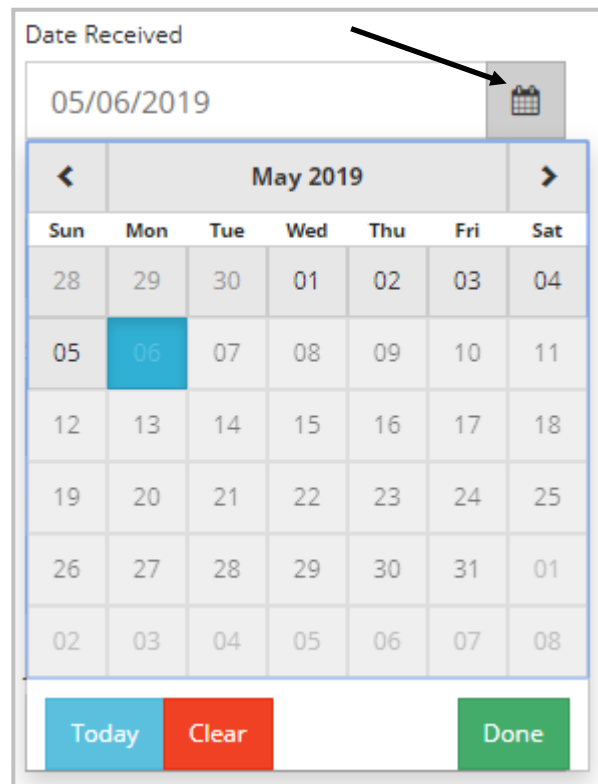
Step 3: Enter the date the kit was received in the “Date Received” field.



Date Received

05/06/2019

The “Date Received” field is auto-populated with the current date. If you are logging a kit received on a day in the past, you may enter the correct date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.



Date Received

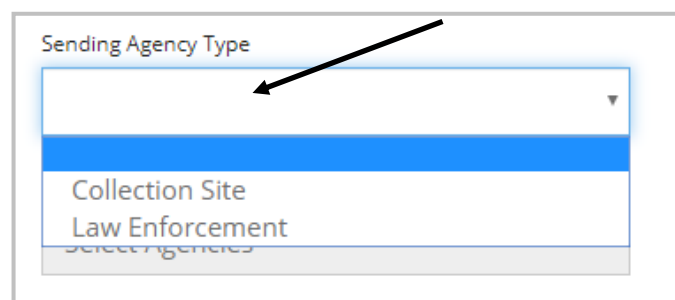
05/06/2019

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Today Clear Done

Step 4: Select the agency type that sent or transferred the PERK to your agency using the “Sending Agency Type” field drop-down menu.



Sending Agency Type

Collection Site

Law Enforcement

Select Agencies

“Collection Site” refers to a hospital, medical facility or other health care provider that conducts forensic examinations to collect evidence from victims of sexual assault using PERKs.

“Law Enforcement” refers to any law enforcement agency.

Step 5: Select the name of the agency that sent or transferred the kit(s) to your agency using the “Sending Agency” field drop-down menu.

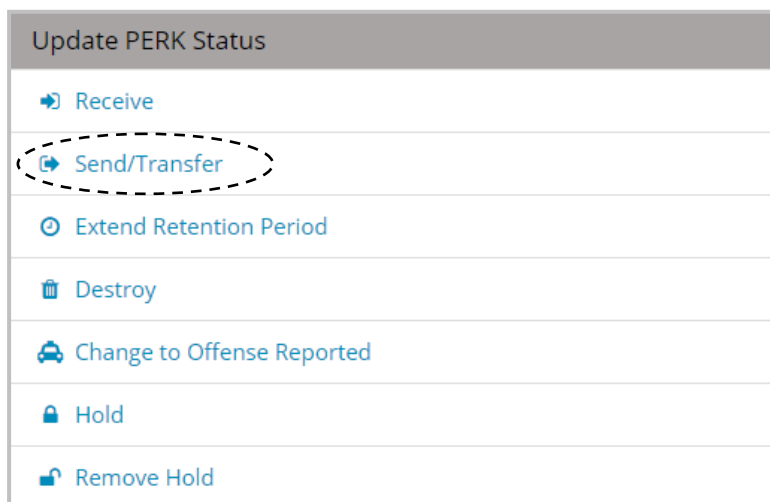
Step 6: Select the jurisdiction where the sexual assault occurred using the “Jurisdiction” field drop-down menu.

Step 7: Click the “Receive” Button at the bottom of the screen.

If the entry is successful, the word “Success!” will appear beneath the “Receive” button.

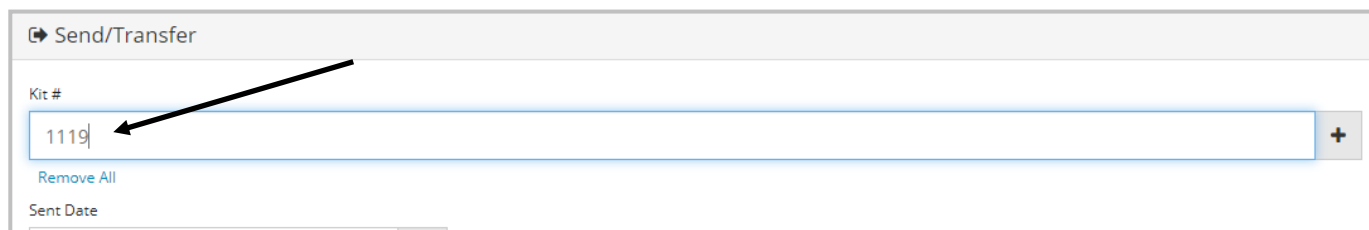
Logging the Transfer of PERKs

To complete this action, navigate to the **Update PERK Status** panel and click the **Send/Transfer** link.



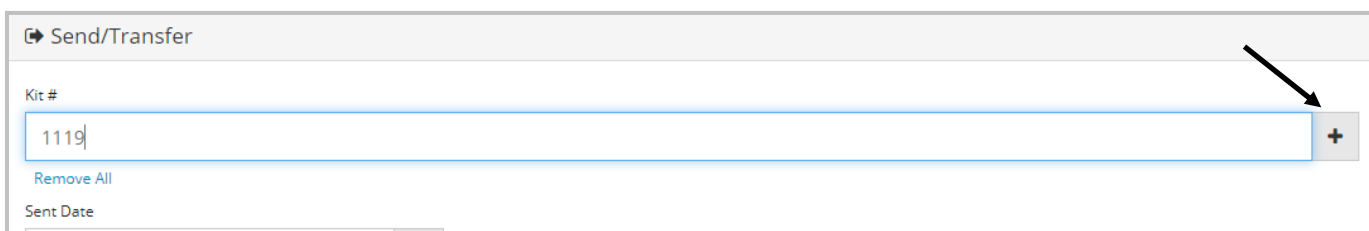
The 'Update PERK Status' panel is shown with a list of actions. The 'Send/Transfer' link, accompanied by a right-pointing arrow icon, is circled with a dashed line. Other actions in the list include 'Receive', 'Extend Retention Period', 'Destroy', 'Change to Offense Reported', 'Hold', and 'Remove Hold'.

Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field. Multiple kits may be entered by scanning barcodes or, if typing, separating Kit #s with commas.



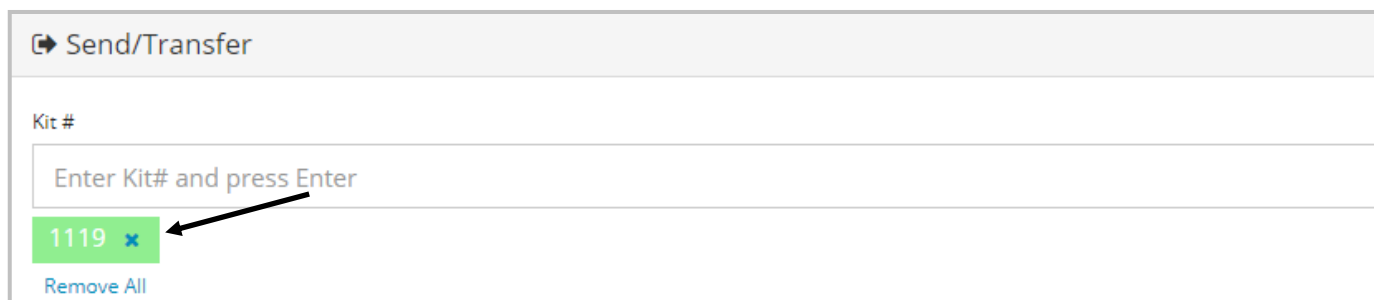
The 'Send/Transfer' panel shows the 'Kit #' input field containing the text '1119'. A black arrow points to this field. Below the input field are links for 'Remove All' and 'Sent Date'.

Step 2: Click the “+” button or hit the “Enter” key on keyboard. When using a barcode scanner programmed to add a carriage return (aka hard return) after each scan, this step is not necessary.



The 'Send/Transfer' panel shows the 'Kit #' input field with '1119'. A black arrow points to the '+' button located at the right end of the input field.

This action will cause the kit number(s) to populate beneath the Kit # field.



The 'Send/Transfer' panel shows the 'Kit #' input field with the placeholder text 'Enter Kit# and press Enter'. Below the input field, the number '1119' is displayed in a green box with a small 'x' icon to its right. A black arrow points to this populated entry. The 'Remove All' link is visible below the entry.

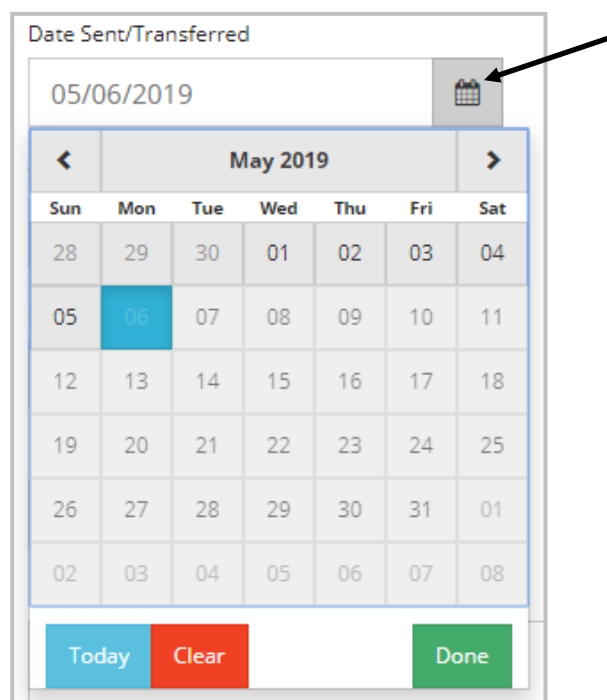
Step 3: Enter the date the kit was sent/transferred in the “Date Sent/Transferred” field.



Date Sent/Transferred

05/06/2019

The “Date Sent/Transferred” field is auto-populated with the current date. If you are logging a kit sent/transferred in the past, you may enter the correct date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.



Date Sent/Transferred

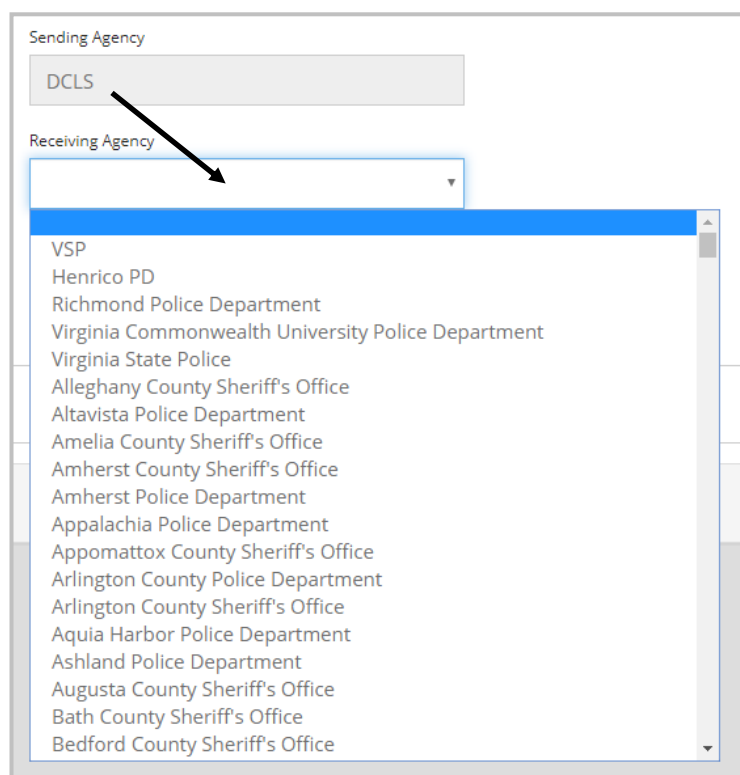
05/06/2019

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Today Clear Done

Step 4: Select the name of the agency that will receive the kit using the “Receiving Agency” field drop-down menu.



Sending Agency

DCLS

Receiving Agency

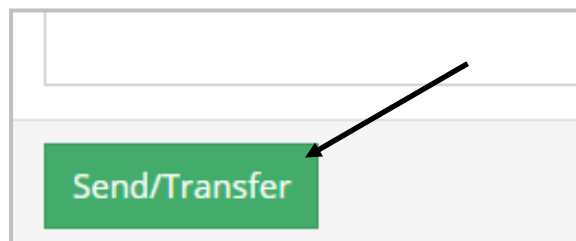
VSP
Henrico PD
Richmond Police Department
Virginia Commonwealth University Police Department
Virginia State Police
Alleghany County Sheriff's Office
Altavista Police Department
Amelia County Sheriff's Office
Amherst County Sheriff's Office
Amherst Police Department
Appalachia Police Department
Appomattox County Sheriff's Office
Arlington County Police Department
Arlington County Sheriff's Office
Aquia Harbor Police Department
Ashland Police Department
Augusta County Sheriff's Office
Bath County Sheriff's Office
Bedford County Sheriff's Office

Step 5 (optional): If necessary, include additional information about the transfer of the kit in the “Reason Detail” field.



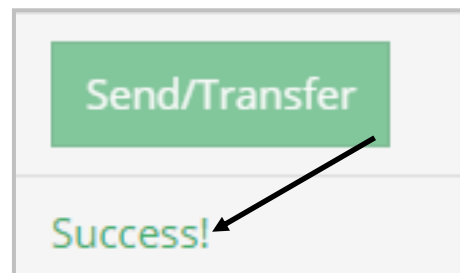
The screenshot shows a form with two sections. The top section is labeled 'Reason' and contains a dropdown menu with 'Offense Reported' selected. Below this is a text area labeled 'Reason Detail'. An arrow points from the 'Reason Detail' text area to the 'Send/Transfer' button at the bottom of the form.

Step 6: Click the “Send/Transfer” Button at the bottom of the screen.



The screenshot shows a close-up of the bottom of the form, focusing on the 'Send/Transfer' button. An arrow points directly to the button.








If the entry is successful, the word “Success!” will appear beneath the “Send/Transfer” button.



The screenshot shows the 'Send/Transfer' button and the 'Success!' message below it. An arrow points from the 'Success!' message to the 'Send/Transfer' button.

Extending a PERK's Retention Period

To complete this action, navigate to the **Update PERK Status** panel and click the **Extend Retention Period** link.

Update PERK Status	
	Receive
	Send/Transfer
	Extend Retention Period
	Destroy
	Change to Offense Reported
	Hold
	Remove Hold


Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field.

⌚ Extend Retention Period	
Kit Number	Current Destruction Due Date
<input type="text" value="1123"/>	<input type="text" value="4/8/21"/>

Once the Kit # has been entered, the Current Destruction Due Date will populate in the “Current Destruction Due Date” field.

Kit Number	Current Destruction Due Date
<input type="text" value="1123"/>	<input type="text" value="4/8/21"/>

Step 2: Enter the new Destruction Due Date for the kit in the “New Destruction Date” field. The date should be 10 years from the original Destruction Due Date.

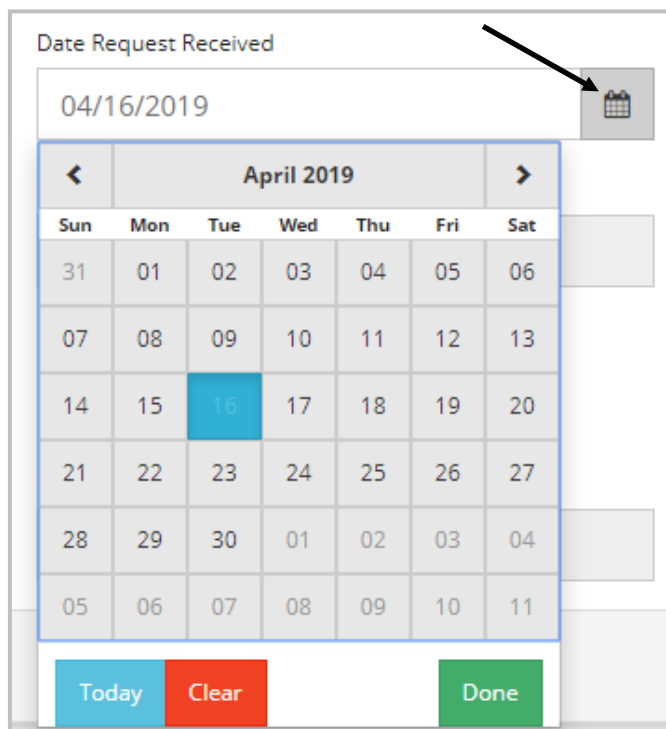
New Destruction Date
<input type="text" value="04/08/2031"/> 

You may enter the New Destruction date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.

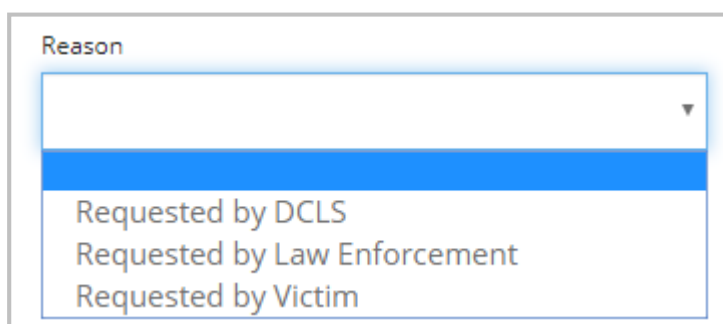
Step 3: Enter the date the written request for extension was received in the “Date Request Received” field.



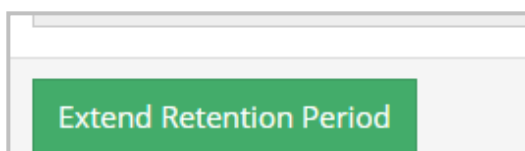
You may enter the date the request was received by typing it into the field in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.



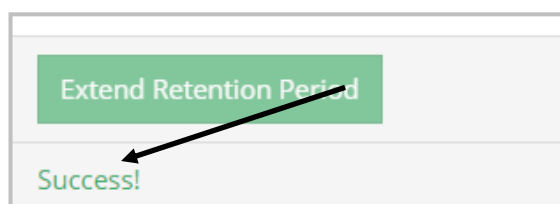
Step 4: Select the reason for the retention period extension (i.e. who requested the extension) using the “Reason” field drop-down menu.



Step 5: Click the “Extend Retention Period” Button at the bottom of the screen.



If the entry is successful, the word “Success!” will appear beneath the “Extend Retention Period” button.



Logging the Destruction of a PERK

To complete this action, navigate to the **Update Collected PERK Status** panel and click the **Destroy Kit** link.

Update PERK Status
Receive
Send/Transfer
Extend Retention Period
Destroy
Change to Offense Reported
Hold
Remove Hold

Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field.

Destroy
Kit Number <input type="text" value="1123"/>

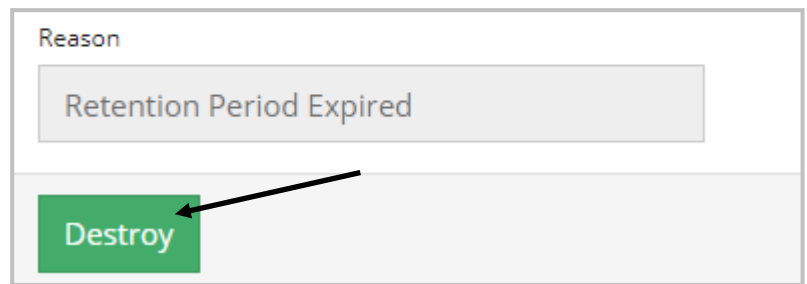
Step 2: Enter the date the kit was destroyed in the “Date Destroyed” field.

Date Destroyed
<input type="text" value="05/06/2019"/>

The “Date Destroyed” field is auto-populated with the current date. If you are logging a kit destroyed in the past, you may enter the correct date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.


Date Destroyed																																																							
<input type="text" value="05/06/2019"/>																																																							
<div> <div><</div> <div>May 2019</div> <div>></div> </div> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>29</td> <td>30</td> <td>01</td> <td>02</td> <td>03</td> <td>04</td> </tr> <tr> <td>05</td> <td>06</td> <td>07</td> <td>08</td> <td>09</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>01</td> </tr> <tr> <td>02</td> <td>03</td> <td>04</td> <td>05</td> <td>06</td> <td>07</td> <td>08</td> </tr> </tbody> </table> <div> <div>Today</div> <div>Clear</div> <div>Done</div> </div>							Sun	Mon	Tue	Wed	Thu	Fri	Sat	28	29	30	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08
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02	03	04	05	06	07	08																																																	

Step 3: Click the “Destroy” button at the bottom of the screen.



The screenshot shows a form with a label "Reason" at the top. Below it is a text input field containing the text "Retention Period Expired". At the bottom of the form is a green button labeled "Destroy". A black arrow points from the text "Destroy" in the instruction to the "Destroy" button.

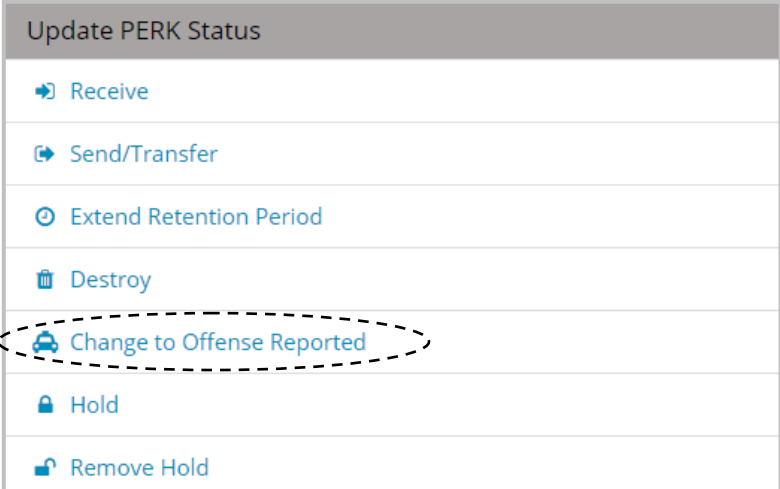
If the entry is successful, the word “Success!” will appear beneath the “Destroy” button.



The screenshot shows the same form as the previous one, but now the "Destroy" button is disabled (grayed out). Below the button, the word "Success!" is displayed in green text. A black arrow points from the text "Success!" in the instruction to the "Success!" text on the screen.

Changing the Status of an Anonymous PERK to Offense Reported

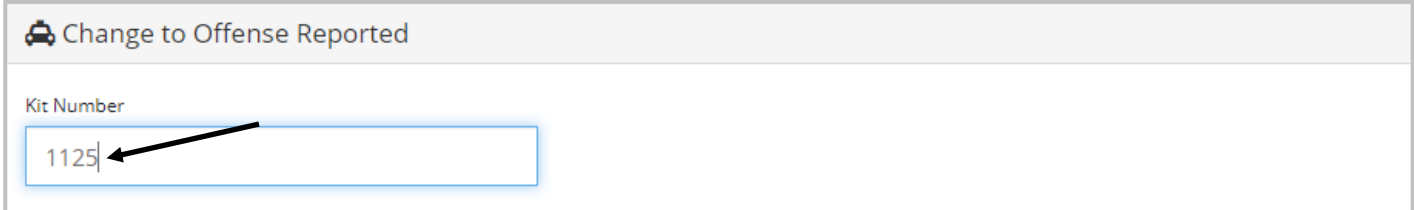
To complete this action, navigate to the **Update PERK Status** panel and click the **Change to Offense Reported** link.



The 'Update PERK Status' panel is a vertical list of actions. The 'Change to Offense Reported' option, which includes a car icon, is circled with a dashed line. Other options include 'Receive', 'Send/Transfer', 'Extend Retention Period', 'Destroy', 'Hold', and 'Remove Hold'.

Update PERK Status	
	Receive
	Send/Transfer
	Extend Retention Period
	Destroy
	Change to Offense Reported
	Hold
	Remove Hold

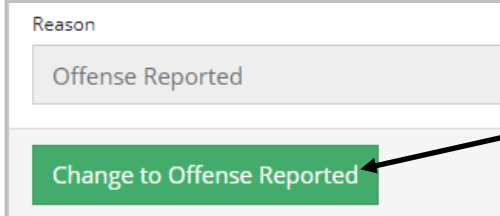
Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field.



The 'Change to Offense Reported' screen features a 'Kit Number' label above a text input field. The number '1125' is entered in the field, and an arrow points to it from the right.

Change to Offense Reported	
Kit Number	
1125	

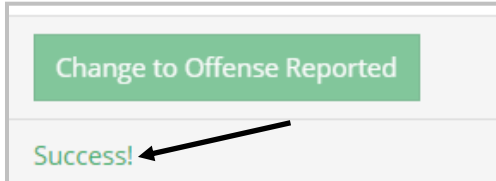
Step 2: Click the “Change to Offense Reported” Button at the bottom of the screen.



This screen shows a 'Reason' dropdown menu with 'Offense Reported' selected. Below the dropdown is a green button labeled 'Change to Offense Reported', with an arrow pointing to it from the right.

Reason
Offense Reported
Change to Offense Reported

If the entry is successful, the word “Success!” will appear beneath the “Change to Offense Reported” button.










This screen shows the 'Change to Offense Reported' button in a greyed-out state. Below it, the word 'Success!' is displayed in green text, with an arrow pointing to it from the right.


Change to Offense Reported
Success!

Placing a PERK on Hold

To complete this action, navigate to the **Update PERK Status** panel and click the **Hold Kit** link.

Update PERK Status
 Receive
 Send/Transfer
 Extend Retention Period
 Destroy
 Change to Offense Reported
 Hold
 Remove Hold

Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field.

 Hold
Kit Number
1125

Step 2 (optional): Enter notes about the hold in the “Reason Detail” field.

Reason Detail

Hold

Step 3: Click the “Hold” button at the bottom of the screen.

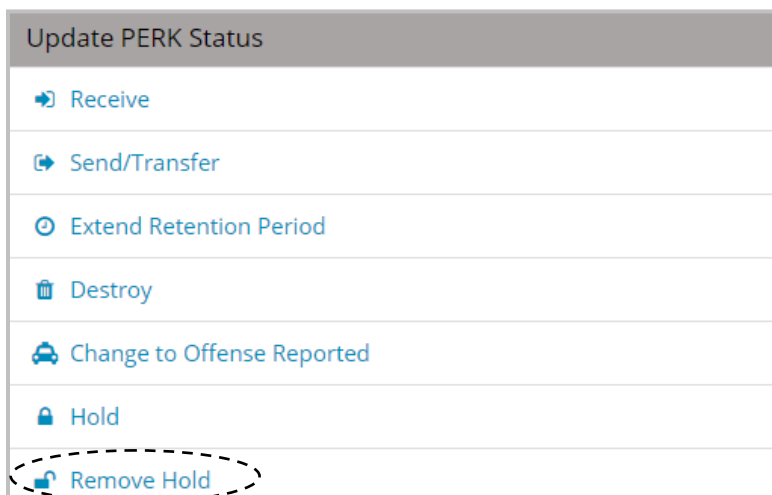
Hold

If the entry is successful, the word “Success!” will appear beneath the “Hold” button.

Hold
Success!

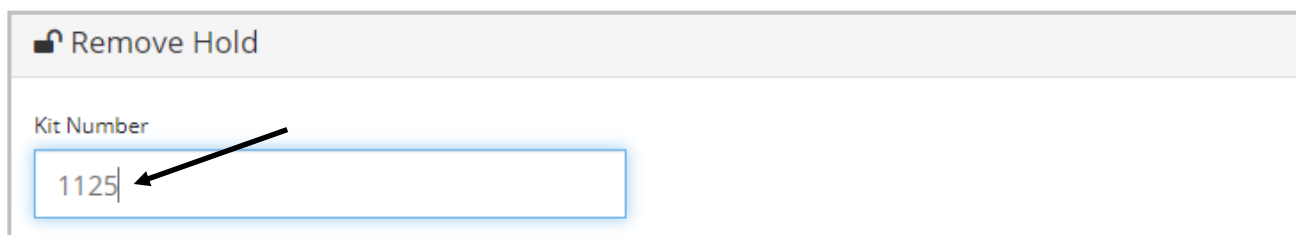
Removing a PERK from Hold


To complete this action, navigate to the **Update PERK Status** panel and click the **Remove Hold** link.



Update PERK Status	
➔	Receive
➔	Send/Transfer
⌚	Extend Retention Period
🗑️	Destroy
🚗	Change to Offense Reported
🔒	Hold
🔒	Remove Hold

Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field.

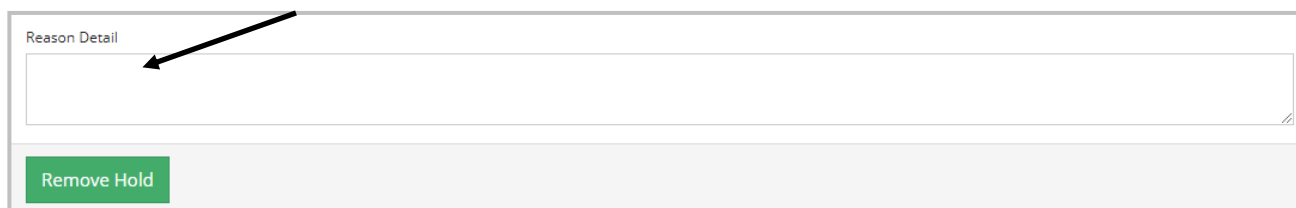


 Remove Hold

Kit Number

1125

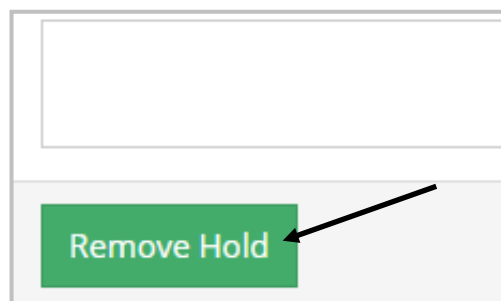
Step 2 (optional): Enter notes about the hold removal in the “Reason Detail” field.



Reason Detail

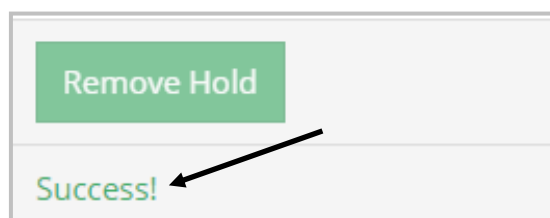
Remove Hold

Step 3: Click the “Remove Hold” button at the bottom of the screen.



Remove Hold

If the entry is successful, the word “Success!” will appear beneath the “Remove Hold” button.



Remove Hold

Success!

Notifications



A link to the User Agency's **Notifications** appears at the top of the **Side Bar Panel** to alert users of actions taken by another agency that impacts the User Agency and kits requiring action. The number of outstanding notifications will display next to the word "Notifications" on the **Side Bar Panel**.

On the **Notifications** List Screen, outstanding notifications will be populated in a list that is categorized by notification type.

The **Notifications** List Screen will display all outstanding notifications in lists by type of action generating the notification. There are two types of Notifications: 1) Notifications Requiring Dismissal; and 2) Notifications Requiring Action.

Notifications

Collected by Collection Site

Dismiss

Kit #	Agency	Date	Reason
<div><div></div><div>560</div></div>	Anytown Hospital	4/17/2019	Anonymous Kit
<div><div></div><div>108</div></div>	Anytown Hospital	4/8/2019	Anonymous Kit
<div><div></div><div>109</div></div>	Anytown Hospital	4/2/2019	Anonymous Kit

Received by Law Enforcement

Dismiss

Kit #	Agency	Date	Reason
<div><div></div><div>1115</div></div>	Anytown Police Department	4/17/2019	Offense Reported
<div><div></div><div>100</div></div>	Anytown Police Department	3/19/2019	Offense Reported
<div><div></div><div>555</div></div>	Anytown Police Department	3/19/2019	Offense Reported

Sent by Collection Site

Dismiss

Receive

Kit #	Agency	Date	Reason
<div><div></div><div>560</div></div>	Anytown Hospital	4/17/2019	For Storage

Notifications Requiring Dismissal

Notifications Requiring Dismissal refer to those Notifications that alert the User to actions taken by another Agency that affect the User Agency but do not require action by the User Agency.

Notifications Requiring Dismissal for the DCLS User include:

- **Collected by Collection Site:** A notification will appear for any anonymous kit collected at a collection site that has DCLS designated as the Receiving Agency.
- **Received by Another Agency:** A notification will appear for any kit that was sent/transferred by DCLS once it has been entered as received by the Receiving Agency.

Dismissing Individually: Notifications Requiring Dismissal can be dismissed one at a time by clicking a check box next to a specific Kit # and then clicking the gray "Dismiss" button above the list.

Received by Law Enforcement				
	Kit #	Agency	Date	Reason
<input checked="" type="checkbox"/>	1115	Anytown Police Department	4/17/2019	Offense Reported
<input type="checkbox"/>	100	Anytown Police Department	3/19/2019	Offense Reported
<input type="checkbox"/>	555	Anytown Police Department	3/19/2019	Offense Reported

Dismissing A Category of Notifications: Notifications Requiring Dismissal can be dismissed in bulk by clicking the drop down check box above the notification list and then clicking "Select All." After doing so, all notifications in that list will be checked, and you can click the gray "Dismiss" button to dismiss all selected kits from that category.

Received by Law Enforcement				
	Kit #	Agency	Date	Reason
<input checked="" type="checkbox"/>	1115	Anytown Police Department	4/17/2019	Offense Reported
<input type="checkbox"/>	100	Anytown Police Department	3/19/2019	Offense Reported
<input type="checkbox"/>	555	Anytown Police Department	3/19/2019	Offense Reported

Received by Law Enforcement				
	Kit #	Agency	Date	Reason
<input checked="" type="checkbox"/>	1115	Anytown Police Department	4/17/2019	Offense Reported
<input checked="" type="checkbox"/>	100	Anytown Police Department	3/19/2019	Offense Reported
<input checked="" type="checkbox"/>	555	Anytown Police Department	3/19/2019	Offense Reported

Notifications Requiring Action

Notifications Requiring Action refer to those Notifications that alert the User to kits requiring action. These notifications can only be cleared by performing the relevant action on the kits.

Notifications Requiring Action for the DCLS User Include:

- **Past Destruction Due Date:** A notification will appear for any kit in DCLS possession that is past its destruction due date.
- **Sent by Another Agency:** A notification will appear for any kit that was sent/transferred to DCLS by a collection Site or law enforcement agency and needs to be received by DCLS.

Performing an action Individually: Perform an action on one kit at a time by clicking the check box next to a specific Kit # and then clicking the button that describes the action you would like to perform above the list.

This will bring you to the action page with the Kit # you selected auto-populated in the "Kit #" field.

Sent by Collection Site	
<input type="checkbox"/>	Receive
Kit #	Date
<input checked="" type="checkbox"/> 108	5/6/2019
<input type="checkbox"/> 109	5/6/2019
<input type="checkbox"/> 1134	5/2/2019

Performing an Action on all Kits in a Category: An action may be performed on all kits in a given category by clicking the drop down check box above the notification list and then clicking "Select All." After doing so, all notifications in the list will be checked, and you can click the button that describes the action you would like to perform above the list. This will bring you to an action page with the kits you selected auto-populated in the "Kit #" field." Some actions (e.g., Destroying Kits, Receiving Kits from different locations) cannot be performed on multiple kits at once.

Sent by Collection Site

☒ ▼ Receive

Select All

Select None

<input type="checkbox"/>	108
<input type="checkbox"/>	109
<input type="checkbox"/>	1134

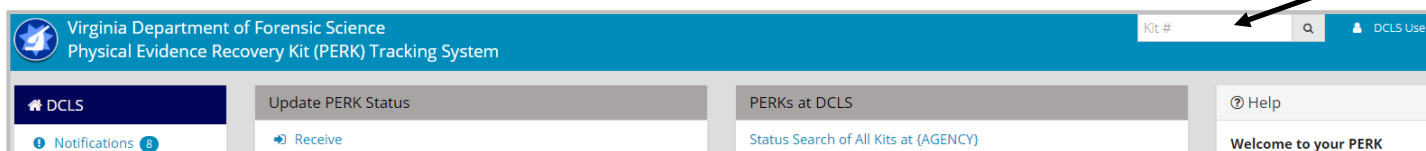
Sent by Collection Site

☐ ▼ Receive

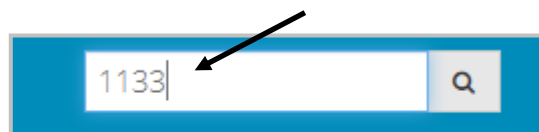
Kit #
<input checked="" type="checkbox"/> 108
<input checked="" type="checkbox"/> 109
<input checked="" type="checkbox"/> 1134

Viewing a Kit's Information Screen

To view a **Kit Information Screen**, navigate to the **Kit Search** at the top right of the homepage.



Step 1: Scan Kit Barcode or Type PERK ID # into the **Kit Search** field.



Step 2: Click the magnifying glass button to search for information about the kit.



You can also view a **Kit Information Screen** by clicking a blue kit number link on any List Screen (e.g., **Notifications**, **Status Search of All Kits**, **In Storage**).

Notifications		
Collected by Collection Site		
<input type="checkbox"/>	Dismiss	
Kit #	Agency	
<input type="checkbox"/> 560	MCV	
<input type="checkbox"/> 108	MCV	
<input type="checkbox"/> 109	MCV	

In Storage	
Kit # ^	Kit Status
105	Anonymous @ DCLS for Storage
1127	Anonymous @ DCLS for Storage
1132	Anonymous @ DCLS for Storage
1133	Anonymous @ DCLS for Storage
123456	Anonymous @ DCLS for Storage
556	Anonymous @ DCLS for Storage
88885	Anonymous @ DCLS for Storage

Undoing an Action

Step 1: Navigate to the **Kit Information Screen** (see instructions on page 23).

Kit #: 1133

Details			
Status	Anonymous @ DCLS for Storage		
Agency	DCLS		
Jurisdiction	Caroline County		
Destruction Due Date	4/12/2021		
History			
Date	Action	Reason	Action
4/12/2019	Evidence collected by MCV, Notice sent to DCLS	Anonymous Kit	
4/12/2019	MCV sent/transferred kit to DCLS	For Storage	
4/12/2019	DCLS received kit from Centra Health	For Storage	Undo

Step 2: To undo the last action you performed on a kit, click the “Undo” button to the right of the last performed action in the Kit History.

4/12/2019	DCLS received kit from Centra Health	For Storage	Undo
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Viewing a Kit's Destruction Due Date

Step 1: Navigate to the **Kit Information Screen** (see instructions on page 20).

Kit #: 1133			
Details			
Status	Anonymous @ DCLS for Storage		
Agency	DCLS		
Jurisdiction	Caroline County		
Destruction Due Date	4/12/2021		
History			
Date	Action	Reason	Action
4/12/2019	Evidence collected by MCV, Notice sent to DCLS	Anonymous Kit	
4/12/2019	MCV sent/transferred kit to DCLS	For Storage	
4/12/2019	DCLS received kit from Centra Health	For Storage	Undo

The Kit's Destruction Due Date will be listed next to "Destruction Due Date" under the "Details" section of the Kit Information Screen.

Details	
Status	Anonymous @ DCLS for Storage
Agency	DCLS
Jurisdiction	Caroline County
Destruction Due Date	4/12/2021

User Data Search List Screens

You can search your agency's kit data by the status of any kit in your agency's possession or by the history of actions your agency has performed on kits.

"PERKs at DCLS" list screens search by kit status of all kits in your possession while "DCLS PERK History" list screens search by the history of actions performed on kits by DCLS (including kits that are no longer in the possession of DCLS).

PERKs at DCLS
Status Search of All Kits
In Storage
On Hold
Offense Reported - Pending Send/Transfer
Past Destruction Due Date
DCLS Action History
Received from Collection Sites
Sent to Law Enforcement
Destroyed

You can sort the information in the list by clicking any of the blue headers to sort items by that category.

Use this drop-down to select how many items you will see on each page.

Received from Collection Sites					
Kit #	Date ^	Description	Initiating Agency	Action Type	Affected Agency
1112	12/11/2018	DCLS received kit from MCV	DCLS	Receive	MCV
1115	12/21/2018	DCLS received kit from MCV	DCLS	Receive	MCV
1119	01/22/2019	DCLS received kit from MCV	DCLS	Receive	MCV
1125	01/28/2019	DCLS received kit from MCV	DCLS	Receive	MCV
123456	03/11/2019	DCLS received kit from MCV	DCLS	Receive	MCV
1124	03/12/2019	DCLS received kit from MCV	DCLS	Receive	MCV
1127	03/12/2019	DCLS received kit from MCV	DCLS	Receive	MCV
100	03/19/2019	DCLS received kit from MCV	DCLS	Receive	MCV
555	03/19/2019	DCLS received kit from MCV	DCLS	Receive	MCV
556	03/19/2019	DCLS received kit from MCV	DCLS	Receive	MCV

Advance the page of data you are viewing by clicking these numbers. The number highlighted in blue is the page you are currently on.

Click the "Export to Excel" button to create a spreadsheet document of the data you are viewing that you can save to your computer.

Glossary

Anonymous Kit: A PERK collected from a victim of sexual assault who elects, at the time of the forensic examination, not to report the offense to law enforcement.

Anonymous Storage: The storage of an anonymous kit at the Division of Consolidated Laboratory Services (DCLS), which is the agency required by law to store anonymous kits.

Collected Kit: A PERK that has been used to collect evidence from a victim of sexual assault during a forensic medical examination.

Collection Site: A hospital, medical facility or other health care provider that conducts forensic examinations to collect evidence from victims of sexual assault using PERKs.

Destroy (a kit): An action used to record the permanent disposal of a collected kit. There are statutory provisions addressing the retention periods for anonymous kits and those collected for reported offenses. Prior to destroying any kit, the User Agency's legal advisor should be consulted.

Forensic Laboratory: The Department of Forensic Science is the forensic laboratory that law enforcement agencies are required by law to submit PERKs to for analysis.

Long-Term Storage: The post-conviction storage of a PERK at the Department of Forensic Science pursuant to a court order for the storage, preservation, and retention of human biological evidence.

New Kit: A sealed kit that has not yet been used to collect evidence from a victim of sexual assault.

Offense Reported Kit: A PERK collected from a victim of sexual assault who elected to report the offense to law enforcement.

Retention Period (anonymous kits): The amount of time DCLS is required by law to retain anonymous PERKs.

Remove (a kit): An action used to record the removal of a new kit out of the User Agency's inventory of kits available for collecting evidence (e.g., a kit used for a demonstration, an incomplete kit that is missing components).

Storage Facility: The Division of Consolidated Laboratory Services (DCLS) is the agency required by law to store anonymous kits.

Statutory Reason for Non-Submission: Law enforcement agencies are required by law to submit PERKs to DFS for analysis within 60 days of receipt unless one of five statutory exemptions applies (e.g., anonymous kit, not connected to crime, out of state offense, routine death investigation, transfer of investigation).

**For System Support or
Additional Information**

Contact the PERK Tracking System Help Desk:

perktracking@dfs.virginia.gov

(804) 588-4050